



## Enrollment Action Checklist (**VALUE FIVE**) For **COBRA** Participants

2019 Benefits Open Enrollment Period: May 06 – 24, 2019  
Coverage Effective Date: July 1, 2019

**Show you **VALUE** your benefits by actively participating in  
Open Enrollment this year.**

For the 2019 Benefits Open Enrollment, COBRA Participants should complete the **VALUE FIVE CALL TO ACTION** steps to actively participate.

- ☐ **V**isit the Statewide Benefits Office (SBO) website at [de.gov/statewidebenefits](http://de.gov/statewidebenefits) (select “COBRA Participants,” choose “Enrollment,” then select “Benefits Open Enrollment”).
- ☐ **A**ccess the online resources, including plan rates, 2019 Benefits Open Enrollment Highlights Video, frequently asked questions, a health plan comparison chart and a listing of upcoming benefit education sessions and health fairs.
- ☐ **L**ook at your options for health, dental and vision coverage.
- ☐ **U**ppdate/make changes to your health, dental and/or vision coverage if you wish, by submitting your completed application(s) to SBO (*forms and instructions are located on the SBO website*).
  - ☐ **Do not send applications back to SBO if a COBRA Continuation Coverage election has not been made through WageWorks.** The changes will not be processed.  
  
Please contact WageWorks Participant Services at 1-877-864-9546 if you have any questions regarding your COBRA Continuation Coverage status.
  - ☐ **If enrolling a spouse or other dependent child for the first time,** you will be required to submit a Birth Certificate (for Dependents Only), Marriage Certificate, Social Security numbers or other required documentation as applicable to the Statewide Benefits Office.
  - ☐ **If enrolling a dependent child for the first time,** complete a Dependent Child COB Form only if you are newly enrolling a dependent(s) on your health (Aetna or Highmark Delaware) plan for July 1, 2019 and the dependent(s) have other health coverage. The DCOB Policy and Form are located on the [Statewide Benefits Website](http://Statewide Benefits Website).
  - ☐ **If enrolling in an HMO (Aetna or Dominion National) plan,** you are required to select a primary provider for you and your covered dependents. Be sure to confirm the provider participates in the plan’s network and is accepting new patients prior to enrolling.
- ☐ **E**nter and complete the online [Spousal Coordination of Benefits \(SCOB\) Form](#) if covering a spouse effective **July 1, 2019**.

**Failure to submit a new Spousal COB form each year will result in a reduction of spousal health benefits.**



### **Where You Can Learn More:**

The Statewide Benefits Office has provided several tools in order to help employees actively participate in Open Enrollment, while providing the **BEST VALUE** for you and your family.

- ↳ A newly designed [website](#) provides access to the latest information regarding your benefits; including coverage options, upcoming events and enrollment information.
- ↳ A series of **Informational Videos**, which includes the “2019 Benefits Open Enrollment Highlights,” videos on the four Health Plans, and Spousal and Dependent Coordination of Benefits, provide an in-depth overview of each topic.
- ↳ The **Health Plan Comparison Chart** provides a side-by-side comparison of the four Health Plans offered by the State of Delaware.

#### **Have questions about Open Enrollment, COBRA coverage or premiums (rates)?**

Contact the State of Delaware Statewide Benefits Office (SBO) at 1-800-489-8933 or [benefits@delaware.gov](mailto:benefits@delaware.gov).